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Books of 2021 This compelling #1 New York Times bestseller examines the legacy of slavery in America—and how both history and memory continue to shape our everyday lives. Beginning in his hometown of New Orleans, Clint Smith leads the reader on an unforgettable tour of monuments and landmarks—those that are honest about the past and those that are not—that offer an intergenerational story of how slavery has been central in shaping our nation's collective history, and ourselves. It is the story of the Monticello Plantation in Virginia, the estate where Thomas Jefferson wrote letters espousing the urgent need for liberty while enslaving more than four hundred people. It is the story of the Whitney Plantation, one of the only former plantations devoted to preserving the experience of the enslaved people whose lives and work sustained it. It is the story of Angola, a former plantation-turned-maximum-security prison in Louisiana that is filled with Black men who work across the 18,000-acre land for virtually no pay. And it is the story of Blandford Cemetery, the final resting place of

tens of thousands of Confederate soldiers. A deeply researched and transporting exploration of the legacy of slavery and its imprint on centuries of American history, *How the Word Is Passed* illustrates how some of our country's most essential stories are hidden in plain view—whether in places we might drive by on our way to work, holidays such as Juneteenth, or entire neighborhoods like downtown Manhattan, where the brutal history of the trade in enslaved men, women, and children has been deeply imprinted. Informed by scholarship and brought to life by the story of people living today, Smith's debut work of nonfiction is a landmark of reflection and insight that offers a new understanding of the hopeful role that memory and history can play in making sense of our country and how it has come to be.

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for you. Learn the secrets to interior layout, design and formatting. Produce a professional quality manuscript ready for publishing your book, and to do it all yourself, at absolutely no cost! Please note that as this book is part of a series on self publishing there will be some areas of overlap across the books. However, every effort has been made to ensure the overlap is minimal, only where absolutely required, and each book contains everything you need for the specific area described. Aimed specifically at the use of Microsoft Word 2013 tools and techniques, this book provides a complete guide for the professional design and formatting of your manuscript ready for publication to paperback. Learn to create front matter, title, copyright, dedication, tables of content and disclaimer pages. Create professional looking chapter headings, page headers and footers. Create master styles, learn when to use multiple fonts and when not. Build a complete manuscript ready for publication. Then, using one of the other books in the Zero Cost Series, publish your manuscript to international

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Ready to write your book? So why haven't you done it yet? If you're like most nonfiction authors, fears are holding you back. Sound familiar? Is my idea good enough? How do I structure a book? What exactly are the steps to write it? How do I stay motivated? What if I actually finish it, and it's bad? Worst of all: what if I publish it, and no one cares? How do I know if I'm even doing the right things? The truth is, writing a book can be scary and overwhelming—but it doesn't have to be. There's a way to know you're on the right path and taking the right steps. How? By using a method that's been validated with thousands of other Authors just like you. In fact, it's the same

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The Story Behind THE LEGEND OF BAGGER VANCE If you've read his books THE WAR OF ART and TURNING PRO, you know

that for thirty years Steven Pressfield (GATES OF FIRE, THE AFGHAN CAMPAIGN etc.) wrote spec novel after spec novel before any publisher took him seriously. How did he finally break through? Ignoring just about every rule of commercial book publishing, Pressfield's "first" novel not only became a major bestseller (over 250,000 copies sold), it was adapted into a feature film directed by Robert Redford and starring Matt Damon, Will Smith, and Charlize Theron. Where did he get the idea? What magical something did THE LEGEND OF BAGGER VANCE have that his previous manuscripts lacked? Why did Pressfield decide to write a novel when he already had a well established screenwriting career? How does writing a publishable novel really work? Taking a page from John Steinbeck's classic JOURNAL OF A NOVEL, Steven Pressfield offers answers for these and scores of other practical writing questions in THE AUTHENTIC SWING.

This book collects together and identifies some problems I had in publishing a book online with Lulu and how I overcame them. These problems seemed to be common questions on

forums and relate to embedding fonts, text editor, manuscript layout, font selection, creating covers, uploading and keeping hyperlinks active. As a novice author, I spent many hours researching and solving the problems I had and so documented them for my own use and for others. If this saves you just a little time in your publishing project, you will appreciate the value of this book.

The Story of the Fox and White Rabbit (Not Your Ordinary Fable)

Word 2013 For Dummies

**Tutorial to Make a Kindle Ebook and Paperback from MS Word
How to Publish and Sell Your Ebook in a Day**

How to Self-Publish Your Book Using Microsoft Word 2013

Self Publishing with Microsoft Word, Or How to Design Your Own Book for Desktop Publishing and Print on Demand (Word 97-2003 for Windows, Word 2004 for Mac)

Calling all aspiring writers, speakers, coaches, experts, entrepreneurs, business professionals or anyone considering writing a book for the first time... If the thought of writing a book has been confusing for you in the past, then here's the simplest

strategy for writing your first book and ensuring you're a successful author! Do you have a book idea that you've wanted to write for a while but were confused on the steps? Are you overwhelmed by all of the books on writing, publishing and marketing? With a proven formula for success How to Write Your First Book will help you to write better and to understand the fundamentals of writing your first book no matter your writing level or ability. If you are motivated to take your career to the next level or simply want to publish the fiction idea that's been floating around in your mind, the simple and easy to use formula called the W.R.I.T.E. method will help you to accomplish your goal of becoming a published author. Whether you are a new author hoping to find success with your very first book or a professional using it to brand your business, this formula works! The fact of the matter is a well-written book does not always guarantee success. With the W.R.I.T.E. method, you are given the tools you need to attract your audience and make a consistent passive income from your books so that you can write for a living. In this book, all of the questions you didn't even know you had will be answered. You'll learn: - The formula for writing a book that ensures success! - How to research your book idea to determine if it's profitable before you write the book! - How to choose between traditional or self-publishing based on your time, writing goals and budget! - How to write specifically for your target audience so that you

can sell more books! - How to create a book title, cover, and book description that will garner you massive sales! - What to consider with respects to your very first book launch and while creating an author platform! - And much more! Perfect Gift Idea For Writers! It doesn't matter if you are looking to write great fiction or an inspiring non-fiction book, whether you choose to self-publish or traditionally publish, this book will be of value to you! If you've been waiting to write a bestseller because you just didn't know how to get started, look no further! This step-by-step guide places you on the path to success! Buy How to Write Your First Book today and be one step closer to becoming a published author in 2017! Stefanie is an expert in her field and that shows through in her writing. I have been writing for quite some time, but this book gave me information I didn't know anything about. This is definitely a must for anyone thinking about writing a book for publication. - Sarah S.

Customize and ramp-up Office 365 applications The revised 2019 edition of Mastering VBA Microsoft Office 365 offers an accessible guide that shows how to extend the capabilities of Office 365 applications with VBA programming. Written in clear terms and understandable language, the book includes systematic tutorials and contains both intermediate and advanced content for experienced VB developers. Designed to be comprehensive, the book addresses not just one Office

application, but the entire Office suite. To enhance understanding, the content is explored in real-world projects in Word, Excel, Outlook, and PowerPoint. Since the technical programming methods in the Office applications continue to evolve, the updated 2019 edition reviews the changes to the program. Code libraries, the API, and the object model for each Office program have been modified during the three years since the last version of this book. Various elements within VBA have been deprecated or replaced, and the surface UI changed as well. The updated 2019 edition covers topics such as:

- Recording macros and getting started with VBA
- Learning how to work with VBA
- Using loops and functions
- Using message boxes, input boxes, and dialog boxes
- Creating effective code
- XML-based files, ActiveX, the developer tab, content controls, add-ins, embedded macros, and security

Written for all levels of Microsoft Office 365 users, **Mastering VBA Microsoft Office 365: 2019 Edition** explains how to customize and automate the Office suite of applications.

Read the ultimate guide to getting published from the author of HOW TO WRITE A NOVEL and the JACOB WONDERBAR series. Ready to pursue a deal with a Big 5 publisher or try your hand at DIY self-publishing? Author and former literary agent Nathan Bransford shares everything you need to know about how to navigate the publishing process and choose the path that's right for you. PRAISE FOR

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The Authentic Swing

How to Write Your First Book

How to Publish City & Regional Magazines, Newcomer Guides, Tourism Guides and Quality of Life Magazines

Notes From the Writing of a First Novel

The Best Way to Write and Publish Your Non-Fiction Book

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pleased when Colin asked me to write the Foreword for this book, because it's high time someone took you step-by-step through this process, to simplify something that might otherwise be unnecessarily overcomplicated. Now, you have in your hands something more than a book - it's actually more like a course on formatting and designing your book." - Penny C. Sansevieri, CEO and Founder, Author Marketing Experts, Inc., Adjunct Professor, NYU Save time and hassles and invest in your own copy today!

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Updated to incorporate the latest features, tools, and functions of the new version of the most popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create long length documents with outlines and Master Documents. Original. (All Users)

Formatting Your Manuscript for Publication

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How to Publish Your Articles

WORD SEARCH PUZZLES

Format Your Book Manuscript in Word 2013 at Zero Cost

From the viewpoint of a young child, Alex visits Auntie on her airplane day (her adoption day). He wonders why there is no airplane involved. His Auntie was adopted from South Korea several decades ago. He learns about this special day in his family.

With this text as guide, readers will produce pages and book layouts using Microsoft Word that no book reviewer will scoff at. (Computer Books-Desktop Publishing & Design)

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Song of the Dryad

The Writer's Guide to Queries Pitches and Proposals, Second

Edition

Smashwords Style Guide

41 Rules for Successfully Publishing a Book That You Will Love Forever

Easy Publishing with Word 2007, 2010 And 2013

Mastering VBA for Microsoft Office 365

How to Publish Your Children's Book provides a working knowledge of the children's book publishing process, explains the importance of understanding audiences and marketplaces, and offers a proven system for selecting and approaching the right publishing firms. The author also offers practical tips and advice from experienced editors and publishers, as well as insights from such popular children's book authors as Jane Yolen and Johanna Hurwitz.

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writing for international markets and other writing opportunities such as ghostwriting, speech-writing, technical writing, copyediting, teaching, etc. This indispensable resource walks writers through the process of developing marketable ideas and then finding appropriate markets for those ideas. It includes effective tips on how to set writing goals; make time for writing; hone research and interview techniques; create outlines and first drafts, approach editors (online and offline), and prepare and submit material. Writers will also discover the vital business issues of freelancing such as rights and contracts, plus how to manage income, expenses, and taxes. Author Moira Allen has more than 30 years experience both as a freelance writer and as an editor; her tips come from a keen understanding of what works from both sides of the desk. Whether readers are looking to support themselves as full-time freelancers or supplement an existing career, no one wanting to make money as a writer can afford to be without this book. Allworth Press, an imprint of Skyhorse

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Self Publishing with Microsoft Word, Or How to Design and Format Your Books for Print on Demand (Word 97-2003 for Windows, Word 2004 for Mac)

How to Publish and Promote Online

How to Format Your Ebook

Step-by-Step How To Create and Publish Your Ebook

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Everything you need to know about profitable online publishing and promotion From Stephen King to authors who haven't become household names quite yet, authors are increasingly turning to the Internet as a way of taking charge of their own publishing destiny. The opportunities are vast, but also confusing: Should you publish an e-book, a conventional print book, a Print On Demand book, a CD-ROM, or all of the above? What do you need to know to create an e-book? How do you set up a website, and how can you actually get people to visit that website? Where can you sell your books on the web? And how can you use the Internet to generate massive free publicity? M. J. Rose and Angela Adair-Hoy provide the answers to all of these questions and more. When she self-published her first novel, Lip Service, as an e-book, M. J. Rose became a "cyber pioneer" (PW Daily) and attracted so much publicity that she sold the rights to a major book club and a New York publisher. As the co-owner of a highly successful e-book publisher, Booklocker, and the publisher of Writers Weekly, an e-magazine featuring markets for freelance writers, Angela Adair-Hoy also learned all of the possibilities that online publishing could offer. Using their own experiences-combined with insiders' tips from other authors on the web-they published an e-book, The Secrets of Our Success, that became the underground bible for online authors and publishers. Now thoroughly revised and

expanded, this book is an indispensable guide to navigating the publishing jungle from you own personal computer.

Every writer wants to publish as widely as possible, and this book gives writers the tools to achieve a competitive edge and break into a wide range of markets. The second edition has been updated throughout and expanded to cover e-mail pitches, letters of introduction, pitching to international markets, how to pitch agents at conferences, and new markets such as greeting cards. This sprightly guide enables readers to expand their markets and increase sales by learning how to make the perfect pitch to magazines, publishers, corporations, and other potential clients. This indispensable resource provides writers with successful approaches to such topics as how to craft a query letter, create a nonfiction or fiction book proposal, approach newspapers with a column or syndication idea, get corporate freelancing jobs, and win a writing grant. Interviews with experts in a variety of fields and dozens of new examples of successful pitches, queries and proposals enliven and illustrate the text. Beginning and experienced writers will find this the perfect one-of-a-kind, desktop reference for developing the market approaches they need to sell their work.

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successfully; but, Word's underlying structure is the same now as it was back in the 1990's when Russ started using it professionally. Unfortunately for the beginner or the uninitiated, Word will throw up obstacles and barriers to foil and frustrate you (at some point); and, you won't find it particularly easy, primarily because of Word's design (long before the self-publishing industry began.) And there is a learning curve with Word - you're probably aware of this though? So, maybe you've already experienced intense Word frustrations? Maybe you've had hours, days or even weeks of work thrown away - because of Word. The author, Russ, did in his early days. He struggled for years at first (it was pre-Internet days). No longer though. However, if the only barrier to you successfully self-publishing your book is the software you're using, then there's something drastically wrong, isn't there? But, how do you learn to do 'all of this' correctly (and professionally), and in a non-biblical timescale? You take the best advice from a proven professional. That way, you're guaranteed a fast-track to self-publishing success... What's Inside... This 174-page book fully-illustrated book guides you step-by-step through every part of creating, writing, formatting, and publishing your book, leaving nothing to chance. It's packed with easy-to-follow, fully actionable information, including: How to setup Word to work FOR you BEFORE you start - Word 'out-of-the-box isn't the best setup for working. How to setup your book for CreateSpace - CreateSpace and Kindle have different requirements, the process is different, so you need to understand this. Why getting it right from the outset makes a major difference - this will save you time, frustration, & heartache! Those essential parts of MS Word that you must know or you'll end up going around in circles/ The pitfalls to avoid (or why so many fail with Word) - if you've used Word before, you've probably already experienced this (there are loads) How to work effectively within Word - navigating, moving things about, shortcuts, and so much more, great time-savers How to publish to CreateSpace and KDP - step-by-step so it's impossible to go

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This 2007 version of the book was the last version published. For partial updates, please visit Aaron Shepard's Publishing Page. Please note also that the Word versions described in this book possessed an earlier interface as well as features better suited to print publishing. Nowadays, new technologies and services have made it easier than ever to publish your book, but there's one question you may still face: Do I need an expensive page layout program, or can I just use a word processor like Microsoft Word? With this book as guide, you'll soon be producing pages from Word that no reviewer will scoff at.

//////////////////////////////////// Aaron Shepard is a foremost proponent of the new business of profitable self publishing through print on demand, which he has practiced and helped develop since 1998. Unlike most authorities on self publishing, he makes the bulk of his living from his self-published books -- not from consulting, speaking, freelance writing, or selling publishing services. In a parallel life, Aaron is an award-winning children's author with numerous books from publishers large and small.

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